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Chief, FBI

9 2 MAY 1953

Chief, O&M Staff, DD/P Area

NE Reports and Requirements Study - Interim Report

1. This memorandum is an interim progress report of the Management Staff Study requested by you of the Reports and Requirements activity in ME Division. The overall objectives of this study are:

- a. To speed up the processing of information reports (without loss of quality);
- b. To determine the extent to which each of the specific Reports and Requirements functions are being performed, and to recommend action which will enable the adequate performance of those functions determined essential.

2. [REDACTED] Reports Officers in five NE Branches have been interviewed regarding activities which they perform. There are [REDACTED] Reports Officers that may still be interviewed before final conclusions and recommendations regarding these activities can be made.

3. During the course of discussions with Branch Reports Officers and with the Chief, NE [REDACTED] the need for certain procedural improvements, as well as the relocation of certain activities, was evident. To enable NE Division to benefit immediately from improvements which can be made at this time, recommendations for such improvements, and a discussion of each, have been included as attachments to this memorandum.

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Attachments:

Tables A thru C

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Mgmt Staff

(22 May 1959)

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